

**WILLIAMSBURG CITY COUNCIL  
WORK SESSION MINUTES  
December 9, 2002**

The Williamsburg City Council held a work session on December 9, 2002, at 2:00 p.m. in the Council Chambers of the Stryker Building.

**ATTENDANCE**

Present were Ms. Zeidler, Messrs. Haulman, Houghland, Scruggs and Tabb. Also present were City Manager Tuttle, City Attorney Phillips, and City Clerk Crist.

Staff Attending: Department Heads Nester, Serra, and Assistant City Manager Jodi Miller.

**CALL TO ORDER**

Mayor Zeidler called the meeting to order.

**OPEN FORUM**

Mayor Zeidler opened the session for public comment.  
No one wished to speak. The session was closed.

**BACKGROUND PRESENTATIONS/DISCUSSIONS**

**Presentations--Prince George Parking Garage**

**Archaeology Study, Marley Brown, CW Director of Archaeology**

Mr. Brown introduced Jamison Harwood, Supervisor of Excavation at the James Wray Site.

Mr. Harwood used a slide presentation to discuss the highpoints of the excavation. He gave a brief history of the site and referenced the 1968 Noel Hume Excavation. The current excavation project began in February 2002. This was a very exciting project and some of the buildings uncovered were a brick borrow pit, a brick drying shed, a saw pit and building, the work shop of James Wray along with many tools from the period, a storage building with a brick path around it, and a large barn (post in-ground building) (96' x 48').

Mayor Zeidler thanked Mr. Harwood for his presentation and appreciated the work that was completed.

Mr. Brown said this was a great achievement. It was unusual because this was the first excavation of its type that was solely related to a town and the excavation covered an entire city block. The site was also preserved in part because the homes that were built on the block surrounded the site, and was not built in the middle of the block.

Mr. Brown said that work was progressing on a website presentation regarding the excavation and a report should be completed by early summer and the report would be of publication quality.

Mr. Brown was appreciative of the support of City Council and city staff, and appreciated the city providing them the time to do the work.

**Project Progress Report, Dan Clayton, Director of Public Works & Utilities**

Mr. Clayton reported on the progress of the site following the excavation. The archaeological site is being filled to grade. Virginia Power and the subcontractor are on site. A temporary parking lot has been constructed. Jason MacDonald, Project Manager, has contacted all the people on the block to inform them about the project.

Mr. Clayton said progress on the parking garage project is updated on the city's website under "What's New." The goal is to have the parking garage completed next year before the Grand Illumination. He commented that rainfall will slow the project, but the rain is needed because of the recent drought.

Mr. Scruggs, as a Prince George Street Business Owner, appreciated the contact by Mr. McDonald.

**Presentation—Records Management and Preservation, Shelia Crist, Clerk of Council**

Ms. Crist, the city's Records Manager, gave a brief presentation regarding the city's records program. The city is responsible by State Code to develop a Records Management Program for the retention, preservation, and destruction of records. Support Staff in departments have taken classes in records management from the Library of Virginia and purge city records every year or two. Most records have retention of one, three, or five years.

Ms. Crist pointed out the importance of preserving records in the proper manner. Portions of the third floor in the Municipal Building are designated storage areas, and records are shelved, identified, and protected by a sprinkler system. When the stored records are identified and approved for destruction, the discarded records are pulped, and the destruction is certified.

Ms. Crist said that some types of records are retained permanently. Council Minute books have been microfilmed by the Library of Virginia, and are now safely stored on the third floor of the Municipal Building. Recently, Council Minute Books from the 1920s were rebound and restored, as well as the city's original Cedar Grove Cemetery Book, dating back to 1883. Old city records are very interesting, and surprising. Ms. Crist hoped that by restoring some of the very old city records today, they would be available for another hundred years. Interestingly, the city's budget in 1919 was just over \$19,000. Today's city budget is \$30 million.

Council members thanked Ms. Crist for the information regarding the Records Program.

Mr. Haulman was interested in receiving city agenda packets electronically, and suggested that is something the city may want to explore in the future.

**PREVIEW OF CITY COUNCIL MEETING –December 10, 2002**

Council members received a copy of the agenda, but no additional information was requested.

**Festival Williamsburg:** Mr. Tuttle reported on the major arts festival planned for May 23, 24, 25, 2003 in Williamsburg. Last year the city appropriated \$50,000 in the budget for this event. Mr. Tuttle said he would soon execute a Letter of Understanding with Mr. Rob Cross of the Virginia Arts Festival. The College and Colonial Williamsburg is also involved in the event and major venues for the festival will be the Sunken Garden, Kimball Theater, and Phi Beta Kappa Hall. Mr. Tuttle said this could be a significant event in the city.

Mr. Scruggs suggested that city businesses and hotels be able to link to the arts festival website. Mr. Tuttle said he would discuss the matter with Mr. Cross.

**IDA Bond Resolution:** Mr. Phillips provided Council members with an amended Resolution regarding the Revenue Bond Issue for the Colonial Williamsburg Foundation, which is on the Thursday agenda.

### **SCHEDULE OF MEETINGS—December 2002**

Council members received a copy of the November meeting calendar.

**I-64 Design Charette:** Mr. Tuttle reported that a charette will be held on December 10, 9:00 a.m.-1:00 p.m. to discuss design standards for I-64. Of importance to the city would be keeping the aesthetics of I-64 coming into Williamsburg.

**Finance and Audit Committee:** Mr. Tuttle said the Finance and Audit Committee would meet on Wednesday, December 11, to receive the Annual Audit Report.

**Holiday Farmers' Market:** Mr. Houghland reminded everyone that the holiday market would be held on Saturday, December 14, starting at 9:00 a.m.

**Applicant Interviews:** Mayor Zeidler said Council would conduct interviews for appointment to Boards and Commissions on Wednesday, December 11, 2002, 8:30 a.m.

### **OPEN FORUM**

Mayor Zeidler opened the session for public comment.

No one wished to speak. The session was closed.

The meeting adjourned at 2:55 p.m.

Approved: January 9, 2003

**Shelia Y. Crist, Clerk of Council**

**Jeanne Zeidler, Mayor**